



CITY OF NEWTON

PLANNING DEPARTMENT

HOME OCCUPATIONS/ HOME OFFICE

A home occupation is an accessory use of a dwelling unit which shall constitute, either entirely or partly, the livelihood of a person living in the dwelling unit. Home occupations shall be permitted only as a Special Use upon application and shall be subject to the following limitations:

1. No home occupation shall be permitted that:
 - a. Changes the outside appearance of the dwelling unit or is visible from a street.
 - b. Generates traffic, parking, sewage or water use in excess of that which is normal in a residential district.
 - c. Creates a hazard to persons or property or is a nuisance.
 - d. Results in outside storage or display of anything.
 - e. Is conducted in any structure other than the principal structure.
 - f. Employs more than a maximum of one (1) nonresident of the premises in the occupation.
2. The following are **permitted** home occupations in all residential districts, provided that they meet the requirements of one (1) above:
 - a. Dressmaking, sewing and tailoring.
 - b. Painting, sculpturing and writing.
 - c. Telephone answering service.
 - d. Home crafts, such as weaving, lapidary, potting.
 - e. Tutoring of no more than four (4) students at a time.
 - f. Computer programming.
 - g. Nursery schools for up to five (5) pupils.
 - h. Hairstyling.
 - i. Architect.
 - j. Bookkeeping.
 - k. Real estate.
 - l. Graphic artist.
3. The following are **prohibited** as home occupations:
 - a. Animal hospitals
 - b. Physicians, dentists, and chiropractors.
 - c. Dance studios

- d. Exercise studios.
 - e. Mortuaries
 - f. Private clubs.
 - g. Repair shops.
 - h. Restaurants.
 - i. Stables and kennels.
 - j. Automobile repair and paint shops.
4. Any proposed home occupation that is neither specifically permitted by Paragraph (2) nor prohibited by Paragraph (3) shall, in order to be established, obtain a Class B Special Use Permit from the Board of Adjustment.

HOME OFFICES

A home office allows for work of an administrative nature to place within a dwelling unit. In contrast to a home occupation this use classification does not require a special use permit. The requirements for a home office are as follows:

- There shall be no customer traffic to and from the home office.
- There shall be no manufacturing or alteration of a product
- There shall be no nonresident employed.
- There shall be no physical changes to the dwelling as a result of the home office.
- There shall be no outside storage of anything,
- Office work must be conducted and storage of office materials and supplies shall be contained entirely within the principal structure.
- Work shall be of an administrative nature and may include the use of personal computers, fax machines, telephones, digital scanners, filing systems and office furniture.
- A maximum of twenty-five (25) percent of the usable floor area of the dwelling shall be devoted to the home office.

Home offices may be approved by the planning director after conducting an administrative review. After the review has been conducted a letter will be produced by the planning department. The letter will be sent for the applicant to retain on file in case questions ever arise regarding the use. The letter will address the above stated requirements and that the applicant has indicated that the use will be in compliance.